

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
MERIT PROMOTION PLAN
VACANCY ANNOUNCEMENT**

Announcement Number: 04-248-TR

Opening Date: 09/20/04

Closing Date: 10/08/04

AMENDED

THIS IS A NON-BARGAINING UNIT POSITION

POSITION TITLE, PAY PLAN, SERIES, GRADE, & SALARY Supervisory Human Resources Specialist (Employee & Labor Relations) SK-201-15: \$95,217 - \$139,091 annually	FULL PERFORMANCE LEVEL SK-201-15
NUMBER OF VACANCIES One	WORK SCHEDULE Full Time
AREA OF CONSIDERATION (U.S. Citizenship Required) Federal Employees (Status) & Reinstatement Eligibles	ORGANIZATION AND DUTY STATION Office of Human Resources Employee and Labor Relations Branch Alexandria, VA

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml

SUMMARY OF DUTIES:

As a Supervisory Human Resources Specialist (Employee & Labor Relations) you will:

- Serve as Branch Chief of the Employee and Labor Relations Branch.
- Supervise a staff providing primarily operational services in employee and labor management relations.
- Lead efforts to establish or improve agency policies and procedures in such program areas as employee and labor management relations and performance management.
- Promote customer service and hold employees accountable for achieving results in a timely manner.
- Provide trusted advice, guidance, consultation and assistance to management and employees on legal and regulatory requirements regarding employee relation matters such as discipline and adverse actions, grievances and appeals, leave, performance management and employee recognition programs; and labor relations matters such as interpretation and administration of labor/management agreement, collective bargaining, dispute resolution.
- Oversee the development of training programs for employees and managers regarding employee and labor relations programs.
- Promote and market the services of the Branch to the Agency's supervisors and managers.
- Build coalitions and maintain excellent relations with the Agency's supervisors and managers.
- Facilitate change and continuous improvement.
- Insure effective program management.

QUALIFICATIONS REQUIRED: (All candidates must meet the minimum qualification requirements in accordance with the OPM Qualification Standards Handbook as summarized below. Candidates must meet all eligibility requirements by the closing date of the announcement)

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade (GS/SK-13) in the federal service. Appropriate specialized experience is experience directly related the quality ranking factors listed below.

QUALITY RANKING FACTORS: Quality ranking factors are used to ascertain the extent of your knowledge, skills and abilities as they relate to the specialized experience. If you do not address the quality ranking factors to clearly address the extent of your experience, you may be determined ineligible or receive a low rating. These factors also will determine whether you will place among the top ranked candidates to be referred for interview.

1. Knowledge of employee relation concepts, principles and practices in order to administer employee relations programs involving adverse actions and discipline, leave, performance management and employee recognition.
2. Knowledge of labor relation concepts, principles and practices in order to administer labor relations programs involving labor/management agreements, collective bargaining, dispute resolutions, etc.
3. Ability to establish and maintain effective working relationships with individuals inside and outside the organization, including executive customers and labor organizations, in order to resolve issues related to operational and programmatic responsibilities.

4. Skill in oral and written communication in order to make presentations to high-level management officials, negotiate with labor organizations, conduct training sessions, develop formal written policy and procedures, disciplinary documents, collective bargaining agreements, etc.
5. Ability to effectively direct and supervise subordinates by promoting customer service and insuring accountability for timeliness and quality.

HOW TO APPLY

Candidates **MUST** submit: A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job for which you are applying; and 2) Information required in the OPM pamphlet "Applying for a Federal Job". Please be sure to include your current position title, series, grade and date of last within grade increase or promotion. You should also include the following, if applicable:

- A separate sheet that clearly addresses each Quality Ranking Factor. If you do not address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.
- Your most recent SF-50, Notification of Personnel Action, to verify Federal competitive civil service status or reinstatement eligibility.
- Your most recent performance appraisal if you are a current federal employee.
- Proof of active military service and honorable discharge if applying under the provisions of the VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998.

Be sure to include your current position title, series and grade and date of last promotion or within grade increase.

IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION. None of these forms will be subsequently lent or returned to applicants.

Veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Disabled veterans, individuals with disabilities, and veterans eligible for special OPM appointing authorities are also strongly encouraged to apply. Veterans applying under an OPM special appointing authority must state this at the beginning of their job application.

FILING APPLICATIONS

Applications submitted by mail must be postmarked on or before the closing date of the vacancy announcement and be received in the Office of Administrative and Personnel Management at the address below. Hand-delivered applications must be personally accepted and date stamped at the address below on or before the closing date on the vacancy announcement. All application materials must be submitted within the prescribed deadline. SEC will accept FAX applications at the fax number below. Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. Applicants are reminded of legal prohibitions against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.1205, 39 U.S.C. and 18 U.S.C.

WHERE TO APPLY

U.S. Securities and Exchange Commission
6432 General Green Way
OHRAS, Stop O-1
Alexandria, VA 22312
Attn: Shielyn Kelly
Fax: (703) 914-0556

ADDITIONAL INFORMATION

Moving expenses ___ will X will not be paid.

Posting is being amended to extend closing date.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any nonmerit reason such as race, color, sex, age, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodations will be on a case-by-case basis.

SECURITY CLEARANCE: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

EMPLOYMENT GUIDE

**U.S. Securities and Exchange Commission
Office of Human Resources and Administrative Services
Alexandria, Virginia 22312**

Thoroughly read this guide and provide all information requested.

This information will help us determine whether you meet legal requirements for Federal employment and evaluate your qualifications for the position.

APPLICATION	<ul style="list-style-type: none">• Apply by submitting an <i>Optional Application for Federal Employment</i> (OF-612) or résumé.• Place in the top right corner of each page of your application: job title, grade and announcement number of the position for which you are applying.• Provide your social security number, name, address, home and office phone numbers for the Federal employment process.• Indicate when you are available to start work.• Make sure your application is complete and clear. An unreadable application will <u>not</u> be considered for the position.
LEGAL REQUIREMENTS	<ul style="list-style-type: none">• United States citizenship required for jobs in the <i>competitive civil service</i>.• Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.
EDUCATION & TRAINING	<ul style="list-style-type: none">• List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree).• List any certifications or diplomas from trade or vocational schools, or training courses you have had that are relevant to the position for which you are applying. Give the full name and address of the school; name of subject, beginning and ending dates of training (month and year); number of classroom hours completed; and certificate or diploma earned as appropriate.• You must <u>submit a copy of or the original college transcript</u> as proof of your college degree and/or number of semester or quarter hours completed.
EXPERIENCE	<ul style="list-style-type: none">• Describe fully any work experience directly related to the experience required by the vacancy announcement. List the job title of your position; name and address of employer; supervisor's name and telephone number. Regardless of whether your <u>employment is in the Federal or private sector, you must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.</u>• Be explicit about what you did and what kinds of skills you used in doing it; evaluators cannot read meaning into what you write. Do not assume that the evaluator will understand what you do based on your title, the kind of business your were involved in, or the name of your organization or company.• Remember to indicate whether we may contact your present and previous employers.• If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held and the appointment type (i.e., career, career conditional, temporary, excepted, etc.)
MANDATORY SELECTIVE FACTOR	<ul style="list-style-type: none">• A mandatory selective factor is compulsory.• One of the most common mistakes that applicants make is not addressing the mandatory factor. You are ineligible for further consideration if you do not meet the factor.

QUALITY RANKING FACTORS	<ul style="list-style-type: none"> Only applications meeting the minimum qualifications for the job are rated against a Rating Schedule. Use extra sheets of paper to fully, but concisely describe any technical knowledge, skills and abilities, reporting relationships, and all work experience you have that relates to each Quality Ranking Factor. Address each quality ranking factor to clearly describe the extent of your experience. You may be determined ineligible or receive a low rating if you do not address the factors. Your response to the factors will be measured against the Rating Schedule to determine your rating score and whether you will place among the top ranked candidates to be referred to the hiring official for further consideration and interview.
VETERANS PREFERENCE	<ul style="list-style-type: none"> To receive 5-point veteran preference, you must submit a copy of your Certificate of Release or Discharge for Active Duty (DD-214) for each position for which you are applying. Visit website: www.opm.gov/veterans to verify veteran's preference. To receive 10-point veteran preference, you must submit an Application for 10-point Veteran Preference (SF-15), along with an official statement dated within the last 12 months from the Dept. of Veterans Affairs or Armed Forces, certifying service-connected disability.
SPECIAL SELECTION PRIORITY	<ul style="list-style-type: none"> This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP). To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be <i>well-qualified</i> as a displaced Federal employee for the SEC position. To meet SEC's well-qualified criteria, you must: (a) receive a rating of above average (3 points) or higher in each quality ranking factor; or (b) receive a superior rating (5 points) to offset each quality ranking factor rated minimally qualified (1 point). If you are a surplus or displaced employee and meet SEC's well-qualified criteria, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.
EVALUATION PROCEDURES	<ul style="list-style-type: none"> A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications on the vacancy announcement. A panel of subject matter experts will rank each qualified candidates application against a Rating Schedule. The rating schedule is a tool designed specifically for rating the quality ranking factors for the position. Based on the panel's evaluation of your application, you will be given a rating score of 70 to 100. Additional points also will be given for veteran's preference, if appropriate. The names of the highest rated candidates will be put on a referral certificate and sent to the supervisor, who will make the final decision on who will be interviewed and hired.
FILING APPLICATION	<p>You may:</p> <ol style="list-style-type: none"> Mail your application through the U.S. Postal Service. Mailed applications must be postmarked by the closing date of the announcement and received at the address below within 5 business days. Hand deliver your application only to personnel staff at the address on the vacancy announcement. Electronically email or fax your application to the email address or phone number listed on the announcement. Applications must be sent on or before the closing date of the announcement and not later than the Office's close of business day at 5:30PM Eastern Standard Time. <ul style="list-style-type: none"> A separate application package is mandatory for each job of interest. Application material not received by the deadline above will not be considered. Federal regulations prohibit the use of government property for personal use.
WHERE TO SEND APPLICATION	<p>U.S. Securities and Exchange Commission Attention: Shielyn Kelly 6432 General Green Way, Stop 0-1 Alexandria, VA 22312 Fax Number: (703) 914-0556</p>
INQUIRIES	<p>For general inquiries about matters of concern, you may contact the Human Resources</p>

	Specialist at (202) 942-4070.
FIRST LEVEL APPEAL	To file a formal inquiry or appeal, you must write to the Chief of the Classification, Staffing, Employee Benefits and Payroll Administration Branch at the address below, and include in your letter the information required under "Final Appeal." Your appeal must be filed not later than 90 days from the date of receipt of your letter, which informed you of your application status. The Branch Chief will review your application and send you a letter notifying you of the decision regarding your particular request or concern.
SECOND LEVEL APPEAL	<p>If you are dissatisfied with the Branch Chief's decision, you may request a final appeal within 30 calendar days of receiving the first notice of decision. To initiate a final appeal, you must write to:</p> <p>Associate Executive Director Office of Human Resources and Administrative Services U.S. Securities and Exchange Commission 6432 General Green Way Alexandria, Virginia 22312</p> <p>Your letter should include the following information:</p> <ul style="list-style-type: none"> • Your name and address; • Job title, grade and announcement number of the position for which you applied; • Describe the concern and explain why you believe there is an error or oversight. • If you need more information, describe the matter or process you are unsure about. <p>While your concern or question is being investigated, no change will be made to your rating status.</p>